

OFFICE OF THE CIVIL JUDGE (SENIOR DIVISION), GURUGRAM

Office Order No. ____ /Dated: 12-02-2026

Subject: Deputation of Process Servers as full-time Chowkidars for security duty in the newly established 15 Courts in the premises near Vikas Sadan, Gurugram.

Whereas 15 new courts have been established in the premises near Vikas Sadan, Gurugram.

And whereas chowkidars have already been deputed for the courts situated in the main Vikas Sadan building; And whereas there is an immediate requirement of chowkidar duty for ensuring proper security and safety of the court premises, records and infrastructure of the aforesaid newly established 15 courts;

Now, therefore, in compliance with the direction of the Hon'ble District and Sessions Judge, Gurugram and keeping in view the exigency of the situation, the following two Process Servers posted in the courts at Gurugram are hereby deputed as full-time Chowkidars for the newly established 15 courts situated in the premises near Vikas Sadan, Gurugram, with immediate effect until further orders:

-Shri Prakash Saini (Employee Code: 6H1QWQ)

-Shri Birender (Employee Code: DF1QT6)

The aforesaid officials shall perform round-the-clock chowkidar duty under the guidance of Civil Nazir/Tamil Nazir of this establishment. All concerned officials are directed to ensure strict compliance.

Sd-

(Manish Kumar),
Civil Judge (Senior Division)
Gurugram. 12.02.2026

No. 274 Dated 12-02-2026

Copy forwarded for information and necessary action to:

1. The learned District & Sessions Judge, Gurugram.
2. The Chief Judicial Magistrate, Gurugram.
3. All Judicial Officers posted in the new court complex near Vikas Sadan, Gurugram.
4. Shri Prakash Saini (6H1QWQ), Process Server.
5. Shri Birender (DF1QT6), Process Server.
6. Nazarat Branch/Establishment Branch, District Courts, Gurugram.
- ✓ 7. System Officer, Computer Branch, District Courts, Gurugram (with a request to upload the order on the official website).

Manish Kumar

(Manish Kumar)
Civil Judge (Senior Division)
Gurugram. 12.02.2026